1.0000 Introduction

The purpose of this Terminal Users Guide is to provide instructions for using each of the screens in ADPICS. Each chapter contains procedures for one of the four processing subsystems:

■   Transaction Processing

■   Table Maintenance

■   Inquiry

■   System Management

Do not attempt to enter data on a screen until you have read the instructions associated with it.

ORGANIZATION

Each screen is described using the following format:

SCREEN TITLE

SCREEN DESCRIPTION	Specifies whether the screen is a menu, a key definition screen, or a data entry screen. A brief description of the function performed by the screen is also given.
AVAILABLE FUNCTION KEYS	Describes the function keys available, and their operation.
INPUT CODING INSTRUCTIONS	Describes the data that the operator should enter and how to proceed to the next operation or return to the Main Menu. Additional information related to the use of the screen also includes procedures for gaining access to related screens needed to complete multi-step processes.

SECURITY

The sample screens and associated descriptions in this manual show all system functions. However, the options displayed to any particular user are based on the access rights defined by the ADPICS Security Administrator. Functions to which the user is not allowed access are not displayed on the user's screen. When a user does not have security to complete a function, or access a screen, the system will stop processing and display a message at the bottom of the screen.

If you need access to a system function which is not displayed to you, contact the ADPICS Security Administrator to request access.

SITE SPECIFIC MODIFICATIONS

Some sites modify their computer programs or procedures in order to satisfy laws, regulations, or other unique accounting requirements. All changes to the software and the related procedures should be documented in this manual/guide and a summary of such changes should be indicated below. Number new pages with an alphabetic suffix, e.g., 2.16a, 2.16b, etc. These modifications may be documented in the User Modification section of this manual.

On the page modified, place a dark vertical line to the left of the changed text. Then, document the change below.

 Page   Section   Date   Description of Change

1.0001 ACCOUNTING CLASSIFICATION STRUCTURE

The ADPICS accounting classification structure varies from site to site. The structure used depends on the financial accounting software integrated with ADPICS. Therefore, ADPICS screens that contain accounting information will vary slightly. This section discusses the accounting classification structure of various financial accounting software typically integrated with ADPICS.

R★STARS Users

Client sites which have ADPICS and R★STARS integrated use the following accounting classification structure:

SFX	AGY	AY	INDEX	PCA	COBJ	AOBJ	GRANT	PH	PROJ	PH	AG1	AG2	AG3
XXX	XXX	XX	XXXXX	XXXXX	XXXX	XXXX	XXXXX	XX	XXXXX	XX	XXX	XXX	XXX

Descriptions of these fields are as follows:

SFX   Suffix (three digits). Identifies each new accounting line within a given document (system assigned).

AGY   Agency (three digits). Identifies the MAIN FACS agency for which these funds are associated (required).

AY   Appropriation Year (two digits). The appropriation year associated with the fiscal year in which these funds were appropriated by the legislature (required).

INDEX   Index (five digits). Identifies the index code, which can be used as a coding reduction tool. It infers the organization code, and can also infer fund, appropriation number, grant, project, multi-purpose code, agency code 1, 2, & 3, and PCA (required).

PCA   Program Cost Account (five digit). The program cost account code, which can be used as a coding reduction tool. It identifies the function code and the program code, and can also look up fund, appropriation number, grant, project, multi-purpose code, agency code 1, 2, & 3, and index (optional if inferred by INDEX, otherwise PCA is required).

COBJ	Comptroller Object (four digits). Identifies the levels defined in R★STARS that determine how revenues and expenditures are recorded and tracked. Comptroller Object is the lowest level in the object structure for statewide accounting purposes (required unless inferred by AOBJ).
AOBJ	Agency Object (four digit). Identifies the levels defined in R★STARS that determine how revenues and expenditures are recorded and tracked at the Agency level. Agency Object may be more detailed, the same, or less detailed than the Comptroller Object as defined by an Agency (optional).
GRANT	Grant (six digits). Identifies the grant number being recorded, if used (optional).
PH	Grant Phase (two digits). Provides further breakdown of a grant for accounting and reporting purposes or can identify the grant year for multi-year grants (required if GRANT is entered).
PROJ	Project (six digits). Identifies the project number being recorded, if used (optional).
PH	Project Phase. Provides further breakdown of a project for accounting and reporting purposes (required if PROJECT is entered).
AG1, AG2, & AG3	Agency Code 1(four digit). Provides for further breakdown of a grant phase. Agency Code 2 (four digit). Provides for further breakdown of a project phase. Agency Code 3 (six digit). Provides for further breakdown of miscellaneous internal cost reporting needs of an agency (optional).

1.0002 DATE ENTRY

The majority of date fields in ADPICS allow the user to input the date in a variety of formats.

The date field is ten characters long, two characters for the MONTH, two for the DAY, four for the YEAR, and two for the separators.

Examples

you enter:	system displays:
02021994	02/02/1994
02/02/1994	02/02/1994
2-12-94	02/12/1994
110315	11/03/2015
2297	02/02/1997

International Dates

The system displays dates in the international format when the "International" field on the System Parameter screen (PCHL7100) is "Y" (yes). The international format is: DAY (two characters), MONTH (two characters) and YEAR (four characters).